



Employment Opportunity

Fiscal Analyst 3 – In Training

Range 50 \$3208 - \$4106 monthly

Recruitment: 615-2006 Opens: December 11, 2006 Closes: January 12, 2007 EXTENDED

THIS POSITION WILL BE FILLED AT EITHER A FISCAL ANALYST 2 OR FISCAL ANALYST 3

Location: Business Services, Capitol Programs & Engineering Division
Located in Olympia

Key Job Responsibilities:

- As a lead accountant for the Engineering Division, reviews and analyzes accounting records
- Inputs information and monitors the Division's budget
- Reconciles in-house system ledger
- Prepares and monitors periodic fiscal reports
- Understands division structure and accounting process for Operating and Capital budgets
- Allocates costs for inventory and construction
- Researches expenditures
- Analyzes and projects monthly expenditure trends for the Operating and Capital budgets compared to biennial allotments
- Advises the Engineering staff of status and makes recommendations where necessary.

Key Competencies:

KNOWLEDGE OF:

- GAAP rules and regulations and Fastrack, AFRS and coding structure
- Microsoft EXCEL, including use of formulas
- Knowledge of AFRS maintenance screens and mileage data.

ABILITY TO:

- Work effectively with others. Respond courteously and helpfully, communicate, provide information, and explain procedures.
- Train others in methods, procedures, and how to complete tasks. Enforce compliance with the laws.
- Carefully analyze and maintain financial information.
- Read, understand, and apply policies, procedures, and program guidelines.
- Maintain accurate documents and records.
- Work efficiently using a personal computer, keyboarding skills, creating documents using word processing and spreadsheets, databases, and other sources,
- Effectively track fiscal operation of projects and identify budget issues

Required Qualifications:

This position may be filled at either Fiscal Analyst 2 or Fiscal Analyst 3, depending on the qualifications of the individual selected. If it is filled at Analyst 2, the employee will complete a training process lasting from 1 to 2 years. Promotion to Analyst 3 will occur once the training is successfully completed. To be considered for this opening, you must meet either one of the following options:

Fiscal Analyst 3:

Eighteen (18) quarter or twelve (12) semester hours in accounting, auditing, or budgeting and at least two years of relevant professional experience.

Fiscal Analyst 2:

Eighteen (18) quarter or twelve (12) semester hours in accounting, auditing, or budgeting and at least one year of relevant professional experience.

Preferred Qualifications. Preferred applicants will also have:

- Previous experience working as an accountant, fiscal analyst or financial analyst with a State of Washington agency.
- Experience that provides a working knowledge of AFRS, Fastrack Reporting, State & Agency accounting Policies & Procedures, basic principles of governmental accounting.
- Demonstrated proficiency in 10-key operation
- Substantial experience that provides a working knowledge of Microsoft WORD and EXCEL

Working Conditions:

This position requires that you be willing and able to accept the following:

- Office work during core business hours of 8:00 am to 5:00 pm

Notes:

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a “union security” provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

How to Apply:

To apply for this position, complete a Washington State Application and answer the questions below. Submit your answers to the questions along with your application to Cheryl Gardner, 600 Capitol Way N, Olympia, Washington 98501 or e-mail gardnclg@dfw.wa.gov. All application materials, including the questionnaire, must be received by the close of business on January 12, 2007.

Experience and Training Exam. This exam is an evaluation of your experience and training. Follow the instructions carefully and provide complete answers. Be sure that any employment of formal training is also shown on your state job application.

On a separate sheet of paper, provide the information requested below. A resume will not be accepted as a substitute for providing the information in the format below.

- 1) Do you have a bachelor’s or master’s degree in business, accounting, or a closely related field? Specify degree, major subject area, and school attended.
- 2) Have you completed 18 quarter or 12 semester hours in accounting, auditing, or budgeting? Specify courses completed and school attended.

- 3) Tell us about your professional accounting, auditing, budgeting, or other fiscal experience. List your employer, job title, and length of service and briefly describe your duties for each position held. For example, did you work with contracts, Accounts Receivable, or Accounts Payable? Journal Voucher experience – Financial Toolbox?
- 4) Do you have previous experience as an Accountant or as a Fiscal Analyst 1 or 2 for the State of Washington? Briefly explain.
- 5) Briefly describe any experience or training that provides you with a working knowledge of AFRS, Fastrack Reporting, State & Agency accounting Policies & Procedures, basic principles of governmental accounting.
- 6) Briefly describe the experience or formal training that gives you proficiency in 10-key operation. (note that if called for interview, your 10-key skills may be tested).
- 7) Briefly describe the experience or formal training that gives you a working knowledge of Microsoft WORD and EXCEL. Specify the duties you performed in which these skills were required.

The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.